Minutes from the October 16, 2002
Printing/Mail Managers Exchange Forum Teleconference

Twenty- three individuals participated in the Printing/Mail Managers Exchange Forum, which included Printing/Mail Managers and contractors.

Comments/Additions to Last Months Minutes:
No corrections or comments were made to the September 2002 teleconference.

Headquarters Memorandum explaining the Departments Position with regard to the Memorandum issued by the Office of Management and Budget (OMB) on the Procurement of Printing through the Government Printing Office (GPO)

Dallas Woodruff, Headquarters informed the group that the Office of Administration sent the memorandum directly to all sites except those sites that fall under the National Nuclear Security Administration (NNSA). A copy of the memorandum was provided to NNSA, with a cover letter asking that it be forwarded to their respective sites. Dallas also said he received a number of calls from sites asking questions about the OMB memorandum, and does it apply to their respective sites. The sites were told that the Department follows the Federal Acquisition Regulation (FAR) and therefore must continue utilizing the GPO for printing and related services. Linda Adams, Savannah River Operations Office asked what date the memorandum was mailed to the sites. Dallas said the memorandum was mailed on September 30. The group was informed that all future correspondence to be sent to sites requesting reporting information must be coordinated through Michael Kane, Headquarters NNSA prior to mailing.

Department's 2002 Printing and Publishing Activities Three Year Plan

Dallas Woodruff, Headquarters informed the group that the call letter and instructional book for the Printing and Publishing Activities Three Year Plan was mailed on October 10, 2002 to the operations offices to be forwarded to their respective sites. Sites can anticipate receiving the PPAFI electronic install file by e-mail within a week. Some attendees asked Dallas not to delay e-mailing the install files while they are waiting for the instructional book to arrive because most are familiar with completing the Three Year Plan.

Update on the Departments' Mail Manual

Al Majors, Headquarters informed the group that changes will be made to the current Departmental Mail Manual. The changes are necessary to comply with the numerous security measures that have been implemented Department-wide.

FY-03 Mail Management and Mail Security Plan Format

Al Majors, Headquarters informed the group that he received an E-mail from the General Services Administration (GSA), which included the proposed changes made to the

current Mail Security Plan format. GSA is asking agencies to review the changes and respond back to GSA by the end of October.

Performance Measures for Mail Operations

Al Majors, Headquarters informed the group that a review process has begun with regard to agencies performance measures for mail operations. Headquarters' will provide feedback to sites on any new proposed changes to performance measures. Sites would be expected to provide information to Headquarters on the performance measures that are in place as part of the annual Mail Management and Mail Security Report.

Upcoming General Services Administration Training, December 2002

Tony Nellums, Headquarters informed the group that GSA is planning to host a one-day seminar/training session during December on safeguarding mail. Tony encouraged the group to visit the GSA and U. S. Postal Service Web sites to obtain information on future courses in mail security. Some of the course fees are as low as $75.00.

Cathy Marcainte, Oak Ridge Operations Office asked how much money was spent Department-wide on mail during FY 2002. Tony said a figure of $6.3M to $6.4M was reported to GSA by the various mailing vendors. Since some sites fail to provide cost data to Headquarters, the Department-wide dollar amount submitted to GSA was much lower then the amount reported by the vendors, by several million dollars.

Cathy asked the percentage of sites which failed to provide cost data to Headquarters. Tony said approximately 70% of the sites provided cost data; those that didn't were due in part because of a lack of knowledge of what mailing items must be reported. Linda Adams, Savannah River Operations Office asked which smaller sites fail to provide cost data. Tony replied that both large and small sites fail to provide cost data.

New Item(s)

Lost/Missing Shipping Items

Tony Nellums, Headquarters informed Cathy Marciante that he received some lost mail from FedEx that was shipped from Oak Ridge National Laboratory. Cathy said she would assist Tony by contacting the laboratory and informing them of the lost mail. Tony also informed Tony Toliver, Western Area Power Administration (WAPA) that FedEx also returned some lost blueprints and maps that were shipped from WAPA.

539-S Business Card Term Contract

Dallas Woodruff, Headquarters reminded the group that a Standard Form 1 requisition (SF-1) must be provided to the Government Printing Office to utilize the contract during FY 2003. The contract was recently awarded to Oddvar Pederson located in Naples, Fl.

Sites in Attendance

Albuquerque Operations Office
Nonproliferation and National Security Institute
National Renewable Energy Lab (2)
Oak Ridge National Lab
Ohio Field Office (2)
Savannah River Operations Office
Strategic Petroleum (2)
West Valley Demonstration Project

Bettis Atomic Lab.
Idaho Nat. Engineering Lab. (2)
Oakland Operations Office
Office of Administration (3)
Rocky Flats Environmental Technical Site (2)
Southwestern Power Admin
Wastren –GJ- Grand Junction
Western Area Power Administration